

**State of California**

**Department of Forestry  
and Fire Protection**



# **CDF Training and Academy Course Catalog**

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*...Creating Excellence Through Training*

**February 2002**

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# CDF TRAINING AND ACADEMY COURSE CATALOG

Department of Forestry and Fire Protection



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## **CDF MISSION STATEMENT**

*"The Department of Forestry and Fire Protection protects the people of California from fires, responds to emergencies, and protects and enhances forest, range, and watershed values providing social, economic, and environmental benefits to rural and urban citizens."*

## **CDF TRAINING MISSION STATEMENT**

Consistent with the Mission of the Department, the Department's Training Program and process aspire to develop, enhance and perfect the capabilities of its human resources, provides leadership through the mutual sharing of knowledge, skills and abilities with cooperating agencies.

## **CDF TRAINING PROGRAM VISION STATEMENT**

We provide the training that instills the knowledge, skills and ability to maintain, or develop professionals and leaders in Fire Protection, Natural Resource Management, and Management Services. Paramount in the process is the constant improvement of the performance of each individual through comprehensive training and drill. We facilitate the constant evaluation of our training instruments to provide contemporary, mission specific, need based, cost efficient delivery of training programs.

In order to remain responsive to the mission of the Department, we remain vigilant and flexible to change, advanced technology, and external influences that challenge the human resources of the department. By meeting these challenges, department operations are enhanced and our employees are better prepared to meet their objectives.

We foster professional relationships through the mutual sharing of knowledge, skills and abilities. We strive to maintain recognition earned, through participation and demonstrated professionalism with peers in the State, National, and Local Government and private enterprise. We cooperate in the development and delivery of training programs of mutual benefit.

## **ACADEMY MISSION STATEMENT**

The CDF Academy is to provide quality training to CDF personnel and cooperators in order to fulfill CDF's mission.

*... Leading the Way***MESSAGE FROM THE ADMINISTRATOR**

As you are aware, there are changes occurring which affect the role and duties of CDF and other fire agencies across the country. These include changes in the urban-wildland intermix, changes in wildland and structure fire fighting technology and tactics, increasing public involvement in the decision-making process, the increased retirements and "Changing Face of CDF", and an escalating number of medical emergency responses and duties. It is imperative that the Academy be at the forefront providing state-of-the-art training, so that you, in the field, have the skills and the knowledge to perform effectively. The Academy staff will continue to work closely with the field training officers to assure that programs being developed and presented are of the highest quality and meet the field's needs.

You will find the quality and dedication of the Academy staff to be exceptional. We are committed to providing superior training to California's finest fire fighting force. CDF's Virtual University (CDFU) is being launched in order to help the Department meet its training challenges. I am looking forward to the challenge of guiding the Academy in the new millennium.

**- FRED MCVAY, ACADEMY ADMINISTRATOR**

## INTRODUCTION TO THE CDF ACADEMY

The California Department of Forestry and Fire Protection's (CDF) Academy is unique. No other training facility in the world offers such diversity in training. The Academy provides a virtually unparalleled spectrum of courses. Training is provided in fire protection, fire prevention, law enforcement, administrative services, leadership, resource management, and fire crew management.

The State of California, in recognition of its responsibility to protect the people, property, and natural resources of the state, established the CDF Academy at Lone in 1967. The current self-contained facility replaced two training centers previously maintained by CDF at Ramona in San Diego County and Sutter Hill in Amador County.

Located on a 40-acre site in the Sierra Nevada foothills, thirty-five miles southeast of Sacramento, the Academy is the finest of its kind. Annually, over two thousand CDF personnel participate in academic curriculum ranging from Basic Fire Control and Arson Investigation to Leadership Development and Basic Forest Practice. In addition, students from fire protection and law enforcement agencies throughout California and the nation attend courses during the academic year.

From the outset, this institution has provided innovative leadership in the areas of fire protection, law enforcement, and resource enhancement. The CDF Academy produces students uniquely qualified to carry out their mission through the skillful combination of educational theory and practical application.



**CONTACT INFORMATION****Academy Reception Desk**

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**Administrative and Leadership Training**

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**Curriculum Development**

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**CDF Employee Services Program**

Director, Assistant Chief Jay Donnelly ..... 274-5502

**Registration/Lodging/Facilities Scheduling**

Coordinator, Debbie Fraser ..... 274-5541

## THE FACILITY

### ACADEMY ADDRESS

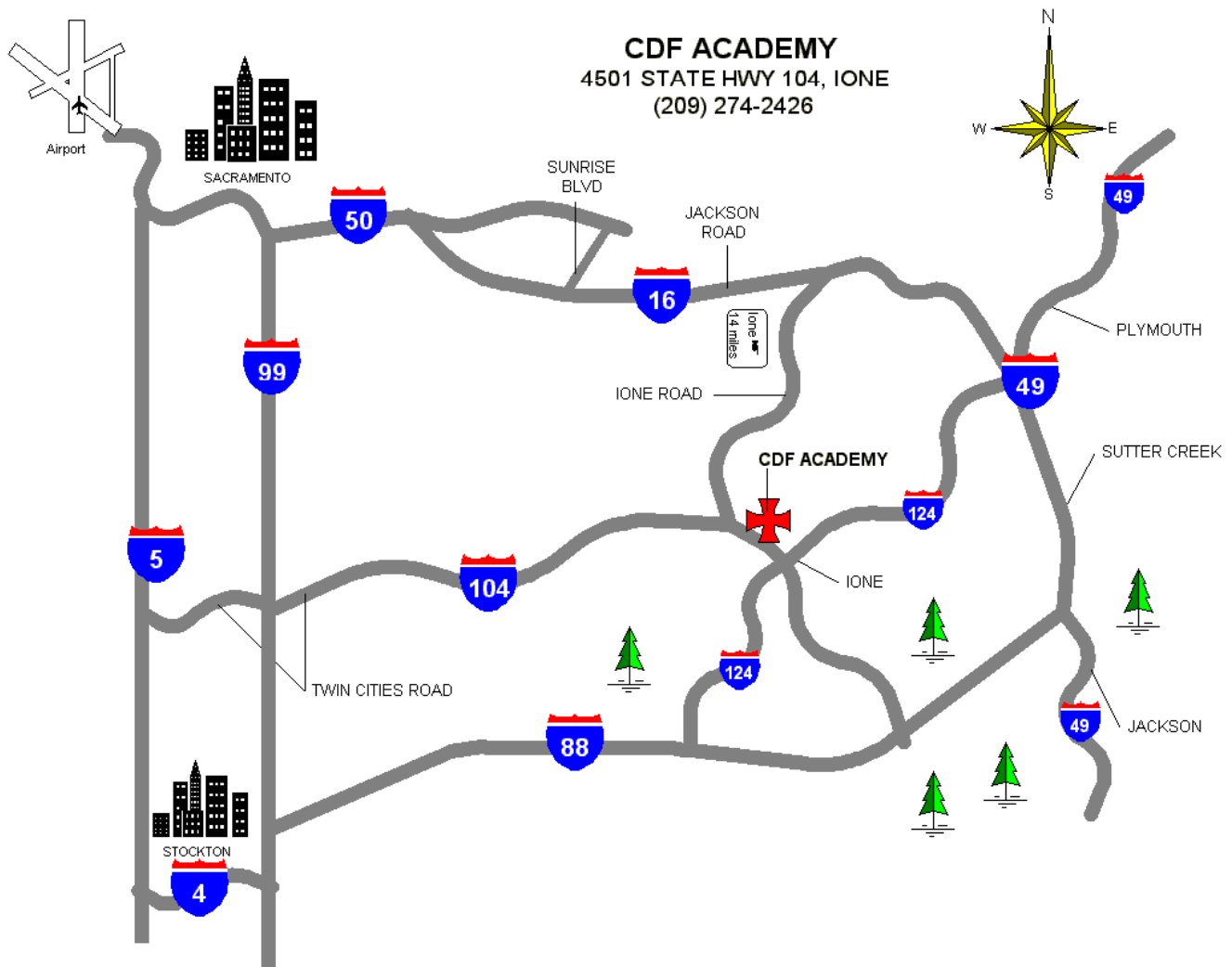
The Academy mailing address and telephone number is:

CDF Academy  
4501 State Highway 104  
Ione, California 95640-9705

Phone: (209) 274-2426

Office Hours: 8:00 – 5:00 Monday through Friday, except Holidays

The Academy website on the CDF Intranet is at <http://cdfweb/Academy/index.html>



### ADMINISTRATION BUILDING

Located within the Administration Building are division offices, a library, a curriculum development center, an audio-visual room/film library, duplicating services and staff services offices.



### APPARATUS BUILDING

Fire apparatus and other mobile equipment assigned to the Academy are housed in an Apparatus Building that includes a complete automotive shop and warehousing facilities.



### AUTO EXTRICATION

There is an auto extrication prop area on a third of an acre for students to learn high tech auto extrication skills.



### CLASSROOM AMPHITHEATERS

Two amphitheatres and two lecture halls reside in a state-of-the-art training complex. Each classroom is fully equipped with multimedia projection equipment and space for fifty students. The student lounge includes a kiosk for email, indoor and outdoor areas.



### COMPUTER LAB

The Computer Lab has workstations to accommodate the growing use of computer technology in the fire service. A state-of-the-art computer learning center is utilized to train network supervisors and troubleshooters as well as providing hands-on training in computer assisted dispatch to multi-agency Emergency Command Center operations students. The students experience a real world computer environment that closely parallels that which would be found in modern offices.



### CONFINED SPACE TRAINING

Confined Space Training teaches students how to identify safety hazards, legal requirements and proper rescue procedures associated with confined spaces.



### CURRICULUM DEVELOPMENT CENTER

The Curriculum Development Center is designed for instructional and development cadres. Participants have access to a round forum of computer workstations to facilitate collaboration and group participation. The center houses student and instructor manuals and resource material.



### DINING HALL

The Academy's professional kitchen staff plans, prepares and serves over 90,000 nutritious meals annually. The dining room can seat 130 persons.



### DORMITORY

The comfortable dormitory houses students on-site for convenience of classes and studying.



### ECC SIMULATOR

The ECC simulator is a mock emergency command center including radio consoles, telephones, computer data terminals and status-keeping systems all configured in a closed circuit mode.



### EMERGENCY VEHICLE OPERATION COURSE

CDF pioneered and developed the emergency vehicle operation course in the early 1970's. The six acre paved compound is designed for teaching precision control of fire apparatus. It includes a concrete skidpan and exercises for timed precision driving.



### FIRE APPARATUS TRAINING FLEET

The Academy has an assigned year-round training fleet of 16 fire engines. These represent the mix of wildland and structural apparatus found in CDF's field operations.



### LIVE FIRE TRAINING

The two-acre fire ground training area provides flammable liquid props. At the fire ground are concrete blockhouses used for structural fire and law enforcement training, a metal five story drill tower, roof ventilation prop, 2-story propane building prop, 2-story Rapid Intervention Crew building, short haul helicopter prop, and a 2-story burn building for live fire training.



### LIBRARY

The Academy library offers several individual study work stations as well as group or conference meeting areas. The administrative library is available on the CDF intranet at

<http://cdfweb/Library/ResourceLib/AdminLib/adminlibrary.htm>.



### MAT ROOM

A recent addition of an 1800 square foot (60 x 30) mat room is used for physical training, defensive tactics, arrest and control techniques and first aid training.





### OFF-ROAD DRIVING COURSE

Additional apparatus operation experience is gained at the 640 acre off-road operations course in Prairie City State Vehicular Recreation Park. Students operate both conventional and four-wheel drive apparatus over varied terrain features, practice map reading and slope estimation, and operate winching equipment. The Department also has access to over 25,000 acres of land for practice in the use of heavy transports, bulldozers and motor graders in Amador County.



### POWER POLE PROP AREA

PG&E has provided a prop with all the hardware found on their poles to instruct students in the dangers of ignition of wildfires by utility hardware and to educate them to the dangers inherent in power poles.



### RECREATION FACILITIES

The Academy provides a number of recreational facilities including a weight room, a one mile fitness PAR course, and a recreation room containing pool tables, video games, and a big screen TV with VCR.



### SHORT HAUL RESCUE

The Short Haul Rescue course utilizes existing Academy props and CDF helicopter and crews on the 40 acre site.



### WEAPONS RANGE

The weapons range includes electric targets as well as stationary targets. Adjacent to the target area is a trap range for increasing shotgun proficiency.



**WILDLAND FIRE LAB**

The laboratory building houses the Wildland Fire Laboratory containing a "sand table" to demonstrate the combined effects of fuel, weather and topography on wildland incidents. Students solve fire control problems with the aid of small-scale air and ground fire equipment.



### GENERAL COURSE INFORMATION

#### ATTENDANCE CRITERIA

Although the CDF Academy is primarily a department training institution, students from other agencies are invited to attend courses on a space available basis.

#### COST OF ATTENDANCE

The California State Administrative Manual requires that the Academy charge an appropriate rate for services to recover operating expenses. The current rates covering room, board, and instructional material can be obtained by contacting the Facilities Coordinator.

#### SPACE AVAILABILITY

Inquiries as to space availability may be made by contacting the Facilities Course Coordinator. Within California, formal requests for attendance should be directed to the appropriate CDF Region Training Chief located in Redding or Riverside. Requests from outside California should be directed to the CDF Academy Administrator.

#### STAFF AND ORGANIZATION

The Academy instructional staff and adjuncts are recruited from over 5,000 CDF employees statewide. Selection is based on educational background, depth and breadth of experience, and an unrelenting commitment to training. Many instructors hold California Community College Teaching Credentials.

In addition to permanent instructors, dozens of subject matter experts from federal, state, and local agencies plus private industry and volunteers offer their diverse experience and backgrounds to the instructional effort.

Specific program areas are managed by the Director of Fire Training, the Director of Resource Management Training, the Director of Administrative and Leadership Training, the Director of Law Enforcement and Fire Prevention Training and the Director of Course Management and Development. All administrative and support functions of the Academy are managed by the Academy Administrator.

As one of only 35 certified POST police academies in California, the CDF Academy is a full participant in the professional standards established by the California Peace Officer Standards and Training Commission (P.O.S.T.). The Commission closely monitors the professionalism of all Basic and Advanced Officer courses, including testing.



**CDF UNIVERSITY****SCHOOLS OF LEARNING**

While covering the fundamentals, each student and supervisor is encouraged to pick a career path or "School of Learning". Normally, the classification will determine the appropriate School. Each School of Learning contains all the classifications within that CDF Program area and thereby specifies which classes or training courses need to be taken first to become proficient in that position and then to prepare for the next promotion. Each School of Learning contains specific learning paths.

They are the:

- CDF Fire Protection School of Learning
- CDF Management Services School of Learning
- CDF Resource Management School of Learning

**GENERAL CURRICULUM**

Upon entrance into CDF, a new employee is encouraged to enroll in CDFU in order to lay a solid foundation in preparation for proceeding on their chosen career path. There is a core general curriculum for all employees. Due to the hazardous nature of emergency response work, classifications listed as Safety Retirement must take a supplementary general curriculum of courses mandated by Department policy, regulation, or statute.

**CDF LEADERSHIP PROGRAM**

The Leadership Program commences at the entry level with introductory training in the Basic Fire Academy, is incorporated within the Joint Apprenticeship Committee training, and includes training for lead persons and designated supervisors, a Chief Officer College and an Executive College. The courses below comprise the Leadership Program.

Course	Target Audience	Prerequisite	Chief Officer College	Replaced
BFC 1A Administrative topics	Entry level safety classifications	Nomination by unit	-	-
Leadership Fundamentals	Lead persons and JAC FAE	-	-	Sup 2
Leadership Development	Fire Captains and newly designated supervisors	-	-	Sup 3
Management Development	Battalion Chiefs and newly designated supervisors	Leadership Development or Sup 3	Year 1	Sup 4
Incident Management 3	Battalion Chiefs	Intermediate Fire Behavior & Basic ICS 1-220	Year 1	-
Exceptional Leadership	Battalion Chiefs supervisors/managers	Experience supervising	Year 2	-
Issue Paper to BCP	Battalion Chiefs and supervisors/managers	-	Year 2	-
Executive College	Assistant Chiefs and executive staff	-	-	-

**EXECUTIVE COLLEGE**

The CDF University Executive College is designed to help prepare selected individuals to assume the high level positions within CDF to help ensure the smooth continuance of the vision and abilities within the Department.

**DISTANCE LEARNING**

Distance Learning increases the leverage of the Department's teaching. Through the use of this technology the University is able to broadcast the class to the most remote CDF Administrative Unit and student, using the existing Wide Area Network, via computer.

**ONLINE RESOURCES**

Education is a continuous process. The goal of the CDF University is to provide ongoing training for our workforce. Often this may not be in the form of a structured class, but through internal work projects on the job or by keeping up-to-date with industry best practices.

The California Resource Agency developed the CERES information system to facilitate access to a variety of electronic data describing California's rich and diverse environments. It is on the Internet at [ceres.ca.gov/index.html](http://ceres.ca.gov/index.html)

The State Library can be accessed through the CDF University or directly at [www.library.ca.gov/](http://www.library.ca.gov/)

The State Administrative Manual is available at <http://sam.dgs.ca.gov>

**FIRE TRAINING**

The firefighting portion of the Department's training plan consists of a series of courses covering mandatory and specialized subjects required to meet the detailed needs of CDF's fire fighting personnel.



**AIR ATTACK MANAGEMENT**

**Course Length:** 10 days (76 hours)

**Prerequisite:** Basic ICS (I-200), Strike Team Leader (I-330, I-333, 334, or 335)

**Course Description:** Enables personnel to perform and manage functions of the air attack program. Provides basic aviation orientation including FAA regulations, in-depth application of policy and procedures required for program administration, and planning and coordinating the safe use of rotary and fixed-wing aircraft on emergency incidents. This course satisfies the training requirements for the following ICS positions: I-374 Helicopter Coordinator, I-376 Airtanker Coordinator, and I-378 Air Tactical Group Supervisor. In addition to classroom lecture and problem solving, each student takes part in 8 hours each of flight exercise, simulations, and program administration.

**Target Audience:** Individuals assigned to Air Attack Operations.

**Coordination:** Academy

**BASIC FIRE CONTROL 1A (BFC 1A)**

**Course Length:** 1 week

**Prerequisite:** CDF Firefighter Basic and Hazardous Materials First Responder.

**Course Description:** This one-week course addresses basic administrative topics such as EEO, progressive discipline and leadership. CDF Firefighters and Joint Apprenticeship Committee (JAC) Orientation are also covered. The students are taught basic structure of the incident command system (I-200).

**Target Audience:** Newly appointed firefighters and fire apparatus operators.

**Coordination:** Academy

**BASIC FIRE CONTROL 1B (BFC 1B)**

**Course Length:** 3 weeks

**Prerequisite:** BFC 1A

**Course Description:** The primary focus of this course is directed at preparing the firefighter with the knowledge and skills to safely perform basic duties of fire fighting. Curriculum includes personal protection, SCBA, ladders and hose evolutions. Exposure to confined space operations is presented during the second week. Fire behavior, LPG fires, structure fire fighting and vehicle extrication are also taught. Live structure fire burns and multi-company engine evolutions complete the final week.

For Fire Fighter certification, the student must successfully complete BFC 1A and BFC 1B.

**Target Audience:** Newly appointed firefighters and fire apparatus operators.

**Fire Marshal Equivalency:** Fire Fighter I

**Coordination:** Academy

**BASIC FIRE CONTROL 2A (BFC 2A)**

**Course Length:** 3 weeks

**Prerequisite:** CDF Firefighter Basic and Hazardous Materials First Responder.

**Course Description:** This is a three-week course for driver/operator instruction. Basic driving, off-road, and preventative maintenance are covered initially. The students then move to pumping and hydraulics. The final week involves all risk scenarios and multi-company drills. Upon completion of this course, the student will be eligible as a Limited Term Fire Apparatus Engineer.

**Target Audience:** Newly appointed firefighters.

**Fire Marshal Equivalency:** Driver/Operator I

**Coordination:** Academy

**BASIC FIRE CONTROL 2B (BFC 2B)**

**Course Length:** 3 weeks

**Prerequisite:** BFC 1A, 1B, and 2A

**Course Description:** This final three-week course completes the Basic Fire Control series. The first half of the course involves Intermediate Fire Behavior (S-290), wildland strategy and tactics, and fighting fire in the interface zone. The course includes structure fire and all risk strategy and tactics. The final week is simulation-intensive and focuses on the company officer's responsibility while conducting operations involving multi-company resources. Emphasis is placed on rapid fire ground decision-making, incident command and control, safety and personnel accountability.

Upon completion of this course, the student is eligible for permanent Fire Apparatus Engineer status.

**Target Audience:** Newly appointed firefighters and fire apparatus operators.

**Coordination:** Academy

**2A CHALLENGE**

**Course Length:** 4 days

**Prerequisite:** Attendance of a 10, 12, or 14 day Limited Term Basic Fire Engine Operation Course.

**Course Description:** This is a four-day challenge of the 3-week Basic Driver Control 2A Module. The students are taught updated pumping and driving skills and new preventative maintenance policies.

**Target Audience:** Past Basic Fire Engine Operation students (LT Engineer).

**Coordination:** Academy

**CDF FIREFIGHTER I - BASIC**

**Course Length:** 67 total hours (41 Hours Classroom, 3 Hours Written Examinations, 15 Hours Drill, 8 Hours Performance Examinations)

**Prerequisite:** 18 years of age

**Course Description:** Provides a basic firefighter course oriented toward the equipment utilized on CDF engines. Fundamentals of wildland fire control and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations.

**Target Audience:** Newly hired CDF Firefighter I

**Coordination:** Units

**COMMUNICABLE DISEASE TRANSMISSION AND PREVENTION AWARENESS**

**Course Length:** 4 hours (1 hour refresher)

**Prerequisite:** None

**Course Description:** The purpose of this training is to instill knowledge of the CDF exposure plan, uniform precautions, disease transmission, and medical legal aspects.

**Target Audience:** All CDF employees (ref. California Labor Code 6300 et.al)

**Coordination:** Unit

**CONFINED SPACE RESCUE AWARENESS**

**Course Length:** 7 hours

**Prerequisite:** None

**Course Description:** This course provides instruction in identifying a permit and nonpermit required confined space, the hazards associated with confined spaces, target industries and hazards, state regulations, communications, and equipment requirements. This course does not qualify participants to make permit required entries.

**Target Audience:** Emergency response personnel and people likely to encounter confined spaces.

**Coordination:** Unit

**CWN HELICOPTER MANAGER**

**Course Length:** 32 hours

**Prerequisite:** Qualified as a Helicopter Crewmember (HECM) and Incident Commander IV (ICT4). Satisfactory completion of 4 - 6 hours of pre-course work.

**Course Description:** This course is designed to prepare an individual for a trainee assignment as a Helicopter Manager. Examples and exercises in this course address techniques in the administration, management, and hands-on utilization of exclusive-use, call-when-needed (CWN) or rental agreements (ARA), helicopters, contracting, risk management and operations.

**Target Audience:** Personnel desiring to be qualified as a Helicopter Manager to manage helicopter(s) in support of incidents and resource projects.

**Coordination:** USFS



**DEFENSIVE DRIVER TRAINING**

**Course Length:** 4 hours minimum

**Prerequisite:** Valid California driver's license.

**Course Description:** A diverse group of presentations designed to promote safe driving practices among department employees. Decentralized prepared courses include a programmed text for participants, with a course administrator's guide, recommended films, and complete written and performance testing criteria. Additionally, individual units are encouraged to seek new ways to increase the professionalism of their drivers by targeting course materials to specific accident-causing problems.

**Target Audience:** Frequent drivers shall attend and successfully complete an approved defensive driver training course at least once every four years. Employees who have a record of traffic violations and/or accidents shall attend and successfully complete an approved defensive driver training course at least once every two years. Other employees may be scheduled for the classes based on the agency safety requirements and the availability of classroom facilities.

**Coordination:** Unit or through the DGS Office of Insurance and Risk Management.

**EMERGENCY COMMAND CENTER OPERATIONS**

**Course Length:** 15 days (116 hours)

**Prerequisite:** Current ECC assignment or selected to fill a vacant position in ECC.

**Course Description:** Prepares Emergency Command Center/Dispatch personnel to operate consoles and related communications equipment efficiently during emergency conditions. Provides a knowledge of dispatching procedures and policies, operation of communications consoles, computers, communications systems, stress management, running cards, maps, and status systems, telephone interrogation, resource acquisition, and the responsibilities of the operator during emergency and non-emergency situations. Includes hands-on experience in the dispatch simulator and computer laboratory.

**Target Audience:** Personnel assigned to Emergency Command Centers (ECC).

**Coordination:** Academy

**FIRE CREW CAPTAIN**

**Course Length:** 10 days

**Prerequisite:** None

**Course Description:** Course is primarily supervision and fire operations. It provides familiarization with cooperating agencies, custodial and staff responsibilities for working with incarcerated individuals, recognition of and dealing with counterproductive behavior, fire crew supervision, training, and organization. It will provide information on crew utilization during emergency operations, wildland fire behavior, hand line construction and chainsaw and fire operations. The course also includes fire crew firefighting tactics, safety, documentation, crew organization and crew training.

**Target Audience:** Fire Crew Captains

**Coordination:** Academy or unit

**FIRE INSTRUCTOR IA**

**Course Length:** 5 days (40 hours)

**Prerequisite:** None

**Course Description:** This is the first of a two course series and is the standard State Board of Fire Services accredited course as offered in community colleges. Topics include occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation of effectiveness. Activities include student teaching demonstrations. This course applies to FIRE OFFICER, FIRE INSTRUCTOR I and PUBLIC EDUCATION OFFICER II certifications.

**Target Audience:** Company officers and personnel preparing for a departmental Training Officer or Public Education Officer position, or a community college teaching credential.

**Coordination:** Unit

**FIRE INSTRUCTOR IB**

**Course Length:** 5 days (40 hours)

**Prerequisite:** Instructor IA

**Course Description:** This is the second in a two course series and is the standard State Board of Fire Services accredited course as offered in community colleges. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. This course applies to FIRE OFFICER, FIRE INSTRUCTOR I and PUBLIC EDUCATION OFFICER II certifications.

**Target Audience:** Company officers and personnel preparing for a departmental Training Officer or Public Education Officer position, or a community college teaching credential.

**Coordination:** Unit

**FIRST RESPONDER MEDICAL TRAINING**

**Course Length:** 53 hours

**Prerequisite:** Current CPR certification.

**Course Description:** The CDF First Responder course is an Emergency Medical Services Authority certified course designed to develop basic life-support knowledge and skills to improve the quality of care rendered to victims of accidents or illness. The course provides a basic understanding of human anatomy and physiology but the emphasis is on recognition and treatment of signs and symptoms. Course includes three hours of Communicable Disease Awareness training. Students must complete eleven medical performance skills and pass a written exam.

**Target Audience:** Firefighter through selected chief officers are required to have First Responder medical training.

**Coordination:** Unit



**FORESTRY EQUIPMENT MANAGEMENT (FEM WORKSHOP)**

**Course Length:** 5 days (32 hours)

**Prerequisite:** None

**Course Description:** Brings department equipment maintenance and development personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance.

**Target Audience:** Fire Equipment Managers.

**Coordination:** Academy

**HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL**

**Course Length:** 36 hours

**Prerequisite:** None

**Course Description:** Defensive tactics to contain the release from a safe distance and keep it from spreading and prevent exposures without trying to stop release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

**Target Audience:** Individuals who respond to releases (or potential releases) of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, the environment, or property.

**Coordination:** Unit

**HAZARDOUS MATERIALS INCIDENT COMMANDER**

**Course Length:** 36 hours

**Prerequisite:** None

**Course Description:**

**Target Audience:** Persons who will assume control of the incident scene beyond the First Responder Awareness level.

**Coordination:** Region

**HEAVY EQUIPMENT MECHANIC (HEM WORKSHOP)**

**Course Length:** 5 days (32 hours)

**Prerequisite:** None

**Course Description:** Brings department equipment maintenance and repair personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance with the eventual goal of becoming a State certified Fire Mechanic.

**Target Audience:** Heavy equipment mechanics and others responsible for repair and maintenance of fire equipment.

**Coordination:** Academy

**HEAVY FIRE EQUIPMENT OPERATION (HFEO)**

**Course Length:** 6 weeks

**Prerequisite:** Valid Class A California Driver's License. Good operating skills of medium-sized dozers in rough terrain.

**Course Description:** This course consists of a series of modular training components designed to prepare the participant for heavy fire equipment operation, and maintenance of heavy fire equipment with the goal of developing the ability to make and apply sound decisions during fire suppression and other emergency situations. Also provides fundamental training for performance as Dozer Strike Team Leader.

**Target Audience:** Personnel who operate heavy equipment in a fire or an emergency environment.

**Coordination:** Academy

**INCIDENT MANAGEMENT 1**

**Course Length:** 24 hours

**Prerequisite:** Completion of CDF BFC 1A, BFC 1B, and BFC 2A and Basic ICS (I100) or above; or one year as a volunteer driver/operator or volunteer company officer.

**Course Description:** This course is designed to give the participant the information and skills necessary to perform size-up, develop and implement an action plan, transfer command and organize an incident using the incident command system.

**Target Audience:** Company officers or driver/operators who serve as incident commanders at initial response incidents. This course is part of the CDF FAE JAC syllabus.

**Coordination:** Region

**INCIDENT MANAGEMENT 2**

**Course Length:** 5 days (32 hours)

**Prerequisite:** Basic Fire Control, Intermediate Fire Behavior, Basic ICS (I-200).

**Course Description:** Provides an introductory all-risk control course stressing the management decision making responsibilities of the initial attack Incident Commander. The participants plan, organize, direct, and control their resources to meet a series of emergency situations ranging from medical to hazardous material, to wildland fire to structural fire control.

**Target Audience:** Company Officers, Forestry Assistant II, Forester I, Heavy Fire Equipment Operator.

**Fire Marshal Equivalency:** Fire Command 2E

**Coordination:** Region

### **INCIDENT MANAGEMENT 3**

(CDF Chief Officer College)

**Course Length:** 5 days (36 hours)

**Prerequisite:** Intermediate Fire Behavior, Basic ICS (I-200).

**Course Description:** Application of the "plan, organize, direct, and control" concept to extended attack wildland incidents. Course covers effective emergency communications; capabilities of suppression resources; and estimation of fire strategy situations. Uses extensive hands-on experience and simulation.

This course is part of the CDF Chief Officer College.

**Target Audience:** Chief officers and selected company officers.

**Coordination:** Academy

### **INTRODUCTION TO AIR ATTACK**

**Course Length:** As a minimum, consists of Basic Air Attack (FC-100) and Basic Helitack (FC-101) slide-tape.

**Prerequisite:** None

**Course Description:** Familiarizes fire-going personnel with the capability and tactical use of both rotary-wing and fixed-wing aircraft. Safety for both aircraft and ground personnel is stressed.

**Target Audience:** Mandatory for all personnel who may be assigned to a wildland fire.

**Coordination:** Academy

### **PUBLIC SAFETY CPR TRAINING**

**Course Length:** 4 hours

**Prerequisite:** Current Public Safety CPR certification

**Course Description:** Basic Cardio-Pulmonary Resuscitation (CPR) technique.

**Target Audience:** Firefighters I through selected chief officers

**Coordination:** Unit

### **PUBLIC SAFETY FIRST AID TRAINING**

**Course Length:** 24 hours

**Prerequisite:** None

**Course Description:** Basic First Aid techniques.

**Target Audience:** Firefighter I through selected chief officers

**Coordination:** Unit

### SHORT HAUL RESCUE

**Course Length:** 40 hours

**Prerequisite:** Fire Apparatus Engineers and Fire Captains within a full time CDF Helitack assignment. Student must be capable of swimming 100 yards.

**Course Description:** The course teaches dynamic and static short haul rescues, drills (dunker), survival swimming, patient lashing, and other airborne rescue techniques.

**Target Audience:** Fire Apparatus Engineers and Fire Captains within a full-time CDF Helitack assignment.

**Coordination:** Academy

### S-290 CALIFORNIA INTERMEDIATE WILDLAND FIRE BEHAVIOR

**Course Length:** 5 days (32 hours)

**Prerequisite:** BFC 1A, 1B and 2A.

**Course Description:** Emphasizes recognition of factors relating to fuels, topography, and weather that affect wildland fire behavior; application of the theory and principles presented; and presenting tools for better decision-making based on predictions for fire behavior.

**Target Audience:** All employees Fire Apparatus Engineer and above.

**Coordination:** This course is given as part of BFC 2B at the Academy and at unit.

### TRAINING OFFICERS WORKSHOP

**Course Length:** 3- 4 days

**Prerequisite:** None

**Course Description:** The purpose of this workshop is to update and maintain the training curriculum and CDF Training Handbook. It provides a network for sharing information and ideas on current training issues. Workshop to develop new programs and identify curriculum modification needs. Workgroups identify issues and develop solutions to take to management.

**Target Audience:** CDF Training Officers

**Coordination:** Academy with Regions

## INCIDENT COMMAND SYSTEM (ICS) COURSES

The Incident Command System of the Department's training plan consists of a series of courses covering mandatory and specialized subjects for various incident functions. Some training is self-paced instruction or job aids. Typically, courses at the 200 level are held at the Unit, those at the 300 level offered through the Region, and at the 400 level held at the Academy.



**CDF 362 COST ANALYST**

**Course Length:** 36 Hours

**Prerequisite:** Basic ICS I-200

**Course Description:** The trainee will learn to perform as an analyst within the Cost Unit. Functions include cost estimates, cost recovery packages, cost share agreements, and cost effective recommendations.

**Target Audience:** Personnel who will be assigned to the Cost Unit on emergency incidents or current Finance Section Chiefs or Cost Unit Leaders needing updated skills training.

**Coordination:** Region

**CDF 363 COMPENSATION/CLAIMS SPECIALIST**

**Course Length:** 36 Hours

**Prerequisite:** Basic ICS I-200

**Course Description:** The trainee will learn to function as a Compensation for Injury Specialist, Claims Specialist, and a Comp/Claims Unit Leader.

**Target Audience:** Personnel who will be assigned to the Compensation/Claims Unit on emergency incidents.

**Coordination:** Region

**CDF 365 TIME SPECIALIST**

**Course Length:** 36 Hours

**Prerequisite:** Basic ICS I-200

**Course Description:** Trainee will learn to function as a Personnel Time Recorder, Equipment Time Recorder, and a Time Unit Leader.

**Target Audience:** Personnel who will be assigned to the Time Unit on emergency incidents.

**Coordination:** Region

**CDF 368 PROCUREMENT SPECIALIST**

**Course Length:** 36 Hours

**Prerequisite:** Basic ICS I-200

**Course Description:** Trainee will learn to function as a Procurement Specialist within the Procurement Unit. Functions include contracts and agreements, document auditing and processing, and disbursement of fire time checks.

**Target Audience:** Personnel who will be assigned to the Procurement Unit on emergency incidents.

**Coordination:** Region



**CDF 404 AGENCY REPRESENTATIVE**

**Course Length:** 32 Hours

**Prerequisite:** Chief Officers who are Command or General Staff qualified.

**Course Description:** Trainee will learn agency specific policies and procedures relative to federal cooperators, other state agencies, local government, and contract counties. This course includes existing contracts and agreements, MOUs, operating plans, and CDF policy regarding resource utilization and emergency fund authority.

**Target Audience:** Personnel who will perform as CDF Agency Representative on multi-agency/multi-discipline incidents of varying complexities.

**Coordination:** Region

**I-100, INTRODUCTION TO ICS**

**Course Length:** This module can be covered in two to four hours of self-paced study time.

**Prerequisite:** None

**Course Description:** The module reviews the ICS organization, basic terminology and common responsibilities. It will provide enough information about the Incident Command System to enable an individual to work in a support role at an incident or event, or to support an incident from an off-site location.

**Target Audience:** This is an orientation for entry-level personnel assisting at an incident or event; persons working in support roles and off-incident personnel who require a minimum of ICS orientation. This module may also be used as a precourse study program by personnel who will be continuing their training with additional modules.

**Coordination:** Unit

**I-200 BASIC ICS**

**Course Length:** 12-16 hours

**Prerequisite:** I-100 self paced instruction.

**Course Description:** Introduces the student to the principles associated with the ICS. It covers organization, facilities, resource terminology and the common responsibilities associated with incident or event assignments.

**Target Audience:** All fire-going personnel.

**Coordination:** Academy as part of Basic Fire Academy and at Unit.

**I-256 TOOL AND EQUIPMENT SPECIALIST**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainee will learn how to staff and organize the tool and equipment area, layout of the area, maintenance of tools and equipment, and demobilization of the unit at the end of the incident.

**Target Audience:** Trainees who have had little or no exposure to functioning in the supply unit and who have a background in maintaining tools and equipment.

**Coordination:** Region

**I-259 SECURITY MANAGER**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200 (or I-220)

**Course Description:** This training course provides some working tools that will enable the student to perform as an effective Security Manager on any incident. The trainee will learn how to organize and function in the Security Manager's job, how to develop and implement a security plan and how to demobilize at the end of the incident.

**Target Audience:** Students who have had some exposure to the functioning of the facilities unit.

**Coordination:** Unit

**I-271 HELIBASE MANAGER**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200 (or I-220), qualified Helispot Manager.

**Course Description:** The trainee will learn how to lay out a helibase; organize and brief subordinates; plan resource consideration, security, and provide information for the Incident Action Plan; maintain records; communication and traffic control; utilization of helicopters; retardant mixing; fueling and maintenance of the aircraft and helibase area; use of specialized equipment; crash rescue organization; and responsibilities and demobilization of the helibase.

**Target Audience:** Air operations personnel who will be Helibase Managers

**Coordination:** Unit

**I-272 HELISPOT MANAGER**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200, Basic Helicopter Training, Basic Fire Fighter Training.

**Course Description:** Course covers the mission and organization of a helispot, elements in the location and layout of a helispot, proper safety, manifesting, and loading of helicopters at the helispot.

**Target Audience:** Those who will be Helispot Managers.

**Coordination:** Region

**I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM**

**Course Length:** 27 hours

**Prerequisite:** Basic ICS I-200

**Course Description:** It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization and provides examples of how the essential principles are used in incident and event planning.

**Target Audience:** First level supervisory personnel involved in ICS applications.

**Coordination:** Region



**I-333/I-334/I-335 STRIKE TEAM LEADER: CREW, ENGINE, DOZER**

**Course Length:** 12-16 hours

**Prerequisite:** Basic ICS I-200, Basic Fire Control, Intermediate Fire Behavior S-290, Intermediate ICS I-300.

**Course Description:** The purpose of this series of courses is to teach the trainee the management skills necessary to perform specific functions within the Incident Command System. Tactics are only addressed when necessary. Course covers the basic responsibilities of Strike Team Leader, types of Engine Strike Teams, pre-incident responsibilities, assembly and travel procedures, responsibilities, and the demobilization process.

**Target Audience:** Company officers or chief officers who will be Strike Team Leaders.

**Coordination:** Region

**I-342 DOCUMENTATION UNIT LEADER**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200 (or I-220)

**Course Description:** The trainee will learn the organization and function of the unit and unit activation. Course includes setting up files for maintaining incident activities and reproducing and assembling documents.

**Target Audience:** The trainee who has little or no exposure to the functioning of a Documentation Unit Leader.

**Coordination:** Region

**I-355 GROUND SUPPORT UNIT LEADER**

**Course Length:** 8 hours

**Prerequisite:** Basic ICS I-200, Equipment Manager I-255.

**Course Description:** The trainee will learn the organization and staffing of the unit, managing the unit, implementing the traffic plan, record keeping, and demobilization at the end of the incident.

**Target Audience:** Equipment Managers who will be Ground Support Unit Leaders.

**Coordination:** Region

**I-356 SUPPLY UNIT LEADER**

**Course Length:** 32 - 36 hours

**Prerequisite:** Basic ICS I-200, Ordering Manager I-252, Receiving Distribution Manager, I-253, Tool and Equipment Specialist I-256, satisfactory performance as either an Ordering Manager or Receiving and Distribution Manager.

**Target Audience:** Ordering or Receiving/Distribution Manager who will be a Supply Unit Leader.

**Course Description:** Subjects covered include organization of supply function, relationships with other functions, operations of the supply function, and demobilization.

**Coordination:** Region

**I-357 FOOD UNIT LEADER**

**Course Length:** 24 hours

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainee will learn common responsibilities of assigning personnel, organizing and staffing, feeding requirements, establishing kitchen operations, and maintenance and demobilization of the unit.

**Target Audience:** Personnel with kitchen and food management experience who will be Food Unit Leaders.

**Coordination:** Region

**I-358 COMMUNICATIONS UNIT LEADER**

**Course Length:** 32 hours state level, 80 national level.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The student will learn the organization of the communications function; how to manage the Communications Center; communications theory; availability of equipment and its utilization; how to develop the Communications Plan; use of forms; and how to demobilize the Communications Unit.

**Target Audience:** Command Center personnel and selected personnel with communications background.

**Coordination:** Region

**I-359 MEDICAL UNIT LEADER**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainee will learn the duties and responsibilities of the Medical Unit Leader, including preparing a Medical Unit Plan, operations of the unit, and the demobilization of the Medical Unit.

**Target Audience:** Emergency Medical Technicians who have little or no exposure to the Medical Unit.

**Coordination:** Region

**I-362 COST UNIT LEADER**

**Course Length:** 12 - 16 hours

**Prerequisite:** None

**Course Description:** Agency specific training for personnel working in the cost unit. Covers generating cost estimates, E-Fund estimates, billing packages and agreements within CDF policies and guidelines.

**Target Audience:** CDF Cost Unit Leader/personnel who will be working in the ICS Cost Unit.

**Coordination:** Region

**I-363 COMP./CLAIMS UNIT LEADER**

**Course Length:** 12 - 16 hours

**Prerequisite:** None

**Course Description:** Agency specific course covering policies, procedures, protocols and forms for handling injured employees, or receiving reported private property damage claims filed against the department.

**Target Audience:** Personnel who will be working in the Comp./Claims Unit.

**Coordination:** Region

**I-365 TIME UNIT LEADER**

**Course Length:** 12 - 16 hours

**Prerequisite:** None

**Course Description:** Agency specific training for time reporting specialists in the ICS Finance/Time Unit course covers CDF procedures, policies, and forms relating to personnel time reporting for both departmental and emergency fire personnel.

**Target Audience:** CDF Personnel who will be working as time recorders at an incident base.

**Coordination:** Region

**I-368 PROCUREMENT UNIT LEADER**

**Course Length:** 12 - 16 hours

**Prerequisite:** None

**Course Description:** Agency specific training for specialist working in the Procurement Unit. Covers CDF specific policies, procedures, protocols and forms for procurement.

**Target Audience:** CDF employees working as specialists or unit leaders in the procurement unit.

**Coordination:** Region

**I-374 HELICOPTER COORDINATOR**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200 (or I-220), satisfactory performance supervising a helicopter and crew.

**Course Description:** The trainee will learn about safety, air traffic control, communication, helitanker consideration and use, and other helicopter utilization.

**Target Audience:** Air operations personnel who will be Helicopter Coordinators and/or Air Attack Supervisors.

**Coordination:** Region

**I-376 AIR TANKER COORDINATOR**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200, agency Prerequisite.

**Course Description:** The trainee will learn the organizational structure of the Air Attack Group; responsibilities as an Air tanker Coordinator; providing target description information; planning and coordinating air attack missions, air tanker retardant capabilities; capabilities and limitations of the aircraft itself; and communications and control of a complex operation.

**Target Audience:** Air Operations personnel who will be Air tanker Coordinators and/or Air Attack Supervisors.

**Coordination:** Region

**I-400 ADVANCED INCIDENT COMMAND SYSTEM**

**Course Length:** 22 hours

**Prerequisite:** I-100, I-200, I-300.

**Course Description:** The course emphasizes large-scale organization development; roles and relationships of the primary staff; the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. It describes the application of Area Command and the importance of interagency coordination on complex incidents and events.

**Target Audience:** Senior personnel who will function in multi-agency or multi-jurisdictional incidents, and personnel who will function in management roles in large, complex incidents and far within an Area Command.

**Coordination:** Region

**I-401 MULTI-AGENCY COORDINATION**

**Course Length:** 4 hours

**Prerequisite:** I-100, I-200, I-300. I-400.

**Course Description:** This module describes the major elements associated with developing and implementing an effective multi-agency coordination system. The module describes essential differences between Area Command, Multi-agency Coordination systems, and jurisdictional Emergency Operating Centers (EOC). An exercise involving the design of an interagency MACS is included.

**Target Audience:** Senior personnel who function in major multi-agency or multi-jurisdictional incidents, and personnel who function in management roles in large complex incidents and/or within an Area Command. Emergency management staffs within jurisdictional Emergency Operating Centers.

**Coordination:** Region

**I-402 ICS FOR EXECUTIVES**

**Course Length:** 2 hours

**Prerequisite:** Suggested Modules 1-4 and Module 15 provide additional background material in support of this module.

**Course Description:** Module 17 is an ICS orientation for executives, administrators and policymakers. The Module provides a basic understanding of ICS, unified and area command, and multi-agency coordination to those persons responsible for setting or implementing policy, but who normally are not a part of the on-scene ICS organization. The module also discusses responsibilities and information transfer between agency executives and incident commanders. An Executive Briefing Paper is included as an option to the instructional material.

**Target Audience:** Agency executives, administrators, and policymakers.

**Coordination:** Region

**I-420 COMMAND AND GENERAL STAFF**

**Course Length:** 24 - 40 hours

**Prerequisite:** Trainees should have completed all courses necessary to qualify for the Command and General Staff position they will fill during I-420.

**Course Description:** Provides the interactive skills necessary to qualify Command and General Staff personnel in management skills and inter-functional relationships on incidents. The emphasis is on team members' interaction and not on tactics.

**Target Audience:** Nominees should be those persons targeted for Command and General Staff positions.

**Coordination:** Academy

**I-450 LOGISTICS SECTION CHIEF**

**Course Length:** 32 hours

**Prerequisite:** Basic ICS I-200, Ground Support Unit Leader, I-355, Facilities Unit Leader I-354, Supply Unit Leader I-356, Base/Camp Manager I-254, Ordering Manager I-252, Receiving and Distribution Manager I-253, Equipment Manager I-255.

**Course Description:** The course covers organization of the logistics function, relationships with other functions, organizing and operating the logistics function, and demobilization.

**Target Audience:** Qualified Ground Support Unit Leaders or Supply Unit Leaders.

**Coordination:** Academy

**I-460 FINANCE SECTION CHIEF**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200, Time Unit Leader I-365, Procurement Unit Leader I-368, Command and General Staff I-420.

**Course Description:** The trainee will learn to manage the financial and cost analysis aspects of the incident and to supervise members of the Finance Section.

**Target Audience:** Qualified Time Unit Leaders or Procurement Unit Leaders.

**Coordination:** Academy

**J-236 STAGING AREA MANAGER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200. One of the three Strike Team Leader Courses: I-333, I-334, I-335.

**Course Description:** This training program will enable the trainee to perform as an effective Staging Area Manager. The trainee will learn the organization and responsibilities of the staging area and management of the Unit.

**Target Audience:** Trainees with little or no exposure to the functioning of a staging area.

**Coordination:** Unit

**J-252 ORDERING MANAGER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200.

**Course Description:** Ordering Manager is designed to teach skills needed to organize and operate the ordering function.

**Target Audience:** Employee whose goal is to become an Ordering Manager.

**Coordination:** Unit

**J-253 RECEIVING AND DISTRIBUTION MANAGER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200. Some prior experience with inventory and accountability would be helpful.

**Course Description:** The trainee will learn how to staff and organize the receiving and distribution area and demobilize the unit at the end of the incident.

**Target Audience:** Trainees with little or no exposure to functioning in the supply unit and are aspiring to become Receiving and Distribution Managers.

**Coordination:** Unit

**J-254 BASE/CAMP MANAGER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainee will learn base/camp layout and operation, supervision and coordination of base/camp activities, base/camp safety, and major activities and procedures of the Base/Camp Manager.

**Target Audience:** Agency appointed personnel at the first supervisory Apparatus Operator level whose goal is to become a Base/Camp Manager.

**Coordination:** Unit

**J-255 EQUIPMENT MANAGER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainee will learn the responsibilities of the Equipment Manager, organizing and staffing of the unit, and demobilization of the unit at the end of the incident. Course also covers transportation, inspection services, servicing and maintaining incident vehicles and equipment.

**Target Audience:** Employees who have satisfactorily maintained mobile fire fighting equipment.

**Coordination:** Unit

**J-342 DOCUMENTATION UNIT LEADER**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200, Intermediate ICS I-300.

**Course Description:** The trainee will learn the organization and function of the unit and unit activation. Course includes setting up files for maintaining incident activities, and reproducing and assembling documents.

**Target Audience:** The trainee who has little or no exposure to the function of a Documentation Unit Leader.

**Coordination:** Unit

**J-375 AIR SUPPORT SUPERVISOR**

**Course Length:** Job aid.

**Prerequisite:** Basic ICS I-200, Helispot Manager I-272, Helibase Manager I-271, satisfactory performance as a Helibase Manager.

**Course Description:** The trainee will learn the duties and responsibilities of the Air Support Supervisor, how to organize the air operations group, and safety regulations.

**Target Audience:** Helibase Managers who will be Air Support Supervisors.

**Coordination:** Unit

**MOTEL TECHNICAL SPECIALIST**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200.

**Course Description:** The Motel Technical Specialist self-paced workbook is designed to train individuals to perform effectively as a Motel Technical Specialist.

**Target Audience:** The trainee who has little or no exposure to the Logistics section or the housing of CDF personnel on emergency incidents.

**Coordination:** Unit

**S-234 FIRING METHODS AND PROCEDURES**

**Course Length:** 24 hours

**Prerequisite:** BFC 1A, BFC 1B, and BFC 2A; S-290 Intermediate Wildland Fire Behavior or an agency equivalent course; Incident Management 1.

**Course Description:** This course is designed to provide students with the knowledge and skills necessary to be successful when engaged in immediate need firing operations. This will be done through classroom and live fire field exercises

**Target Audience:** Company and Field Chief Officers

**Coordination:** Region

**S-244 FIELD OBSERVER/DISPLAY PROCESSOR**

**Course Length:** 20 hours and pre-study work

**Prerequisite:** Basic ICS I-200, Intermediate Fire Behavior, Basic Fire Control.

**Course Description:** Designed to meet the training needs of the Field Observer/Display Processor position in the Planning Section. Includes identifying and interpreting maps, making map calculations, using observation aids, mapping from aircraft, making field observations, and processing and displaying data.

**Target Audience:** Students who demonstrate potential ability, attention to detail, and a sense of responsibility.

**Coordination:** Region

**S-248 CHECK-IN RECORDER/STATUS RECORDER**

**Course Length:** Self-paced instruction.

**Prerequisite:** Basic ICS I-200.

**Course Description:** Check-In Recorder/Status Recorder is designed to teach skills needed to perform the ICS position. Describes responsibilities, procedures, and materials. Course includes how to check in resources, record resource status information, and list needed resource.

**Target Audience:** Employee whose goal is to become an effective member of an operating resources unit.

**Coordination:** Region



**S-339 DIVISION/ GROUP SUPERVISOR COURSE**

**Course Length:** 32 hours

**Prerequisite:** Basic ICS I-200, Intermediate ICS I-300, Strike Team Leader I-333, I-334, I-335, other agency Prerequisite, and experience in Task Force/Strike Team Leader on various types of incidents.

Additionally, trainees should have a basic or working knowledge in all or most of the following areas:

1. Assessing the capabilities of assigned personnel and equipment.
2. Leadership experience and the ability to effectively plan, manage, and supervise single resources, task forces and strike teams in a variety of emergency incident situations.
3. General occupational safety practices.
4. Ability to size-up emergency situations and plan tactical assignments in a variety of emergency incidents situations.
5. The Incident Command System.
6. Principles, practices, tactics, and strategy of wildland fire control.
7. Principles, practices, tactics and strategy of structural fire control.
8. Emergency medical care and management including heavy rescue techniques.
9. Hazardous materials management.

**Course Description:** This course is designed to teach the management skills needed to perform as a Division/Group Supervisor. Course covers check-in procedures, pre-incident responsibilities, briefings, and resources.

**Target Audience:** Strike Team Leader who will be a Division/Group Supervisor.

**Coordination:** Region

**S-346 SITUATION UNIT LEADER**

**Course Length:** 16 hours

**Prerequisite:** Basic ICS I-200, Field Observer/Display Processor I-244, Intermediate ICS I-300.

**Course Description:** The trainee will learn about the mission and function of the unit, and how to organize and staff the Situations Unit. Course includes establishing and maintaining situation displays, preparing the Incident Status Summary, traffic plans, and other required reports.

**Target Audience:** Field Observer/Display Processor who will be a Situation Unit Leader.

**Coordination:** Region

**S-347 DEMOBILIZATION UNIT LEADER**

**Course Length:** 12 hours

**Prerequisite:** Basic ICS I-200, Intermediate ICS I-300, Resource Unit Leader I-348.

**Course Description:** The trainee will learn how to organize the Demobilization Unit, the importance of good demobilization planning, and development and implementation of the demobilization plan.

**Target Audience:** Resource Unit personnel with an interest in becoming a Demobilization Unit Leader.

**Coordination:** Region

**S-348 RESOURCES UNIT LEADER**

**Course Length:** 16 - 24 hours

**Prerequisite:** Basic ICS I-200, Check-in/Status Recorder I-248.

**Course Description:** The trainee will learn organization of the Resources Unit, relationships with other functions, and organizing and operating the Resources Unit.

**Target Audience:** Check-in Recorder/Status Recorders who will be a Resource Unit Leader.

**Coordination:** Region

**S-354 FACILITIES UNIT LEADER**

**Course Length:** 32 hours

**Prerequisite:** Basic ICS I-200, Base/Camp Manager I-254, Security Manager I-259.

**Course Description:** Topics include the Facilities Unit Leader checklist, organizing and staffing the Facilities Unit, and major activities, procedures, and responsibilities of a Facilities Unit Leader.

**Target Audience:** Qualified Base/Camp Managers.

**Coordination:** Region

**S-378 AIR TACTICAL GROUP SUPERVISOR**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200, Helicopter Coordinator I-374, Airtanker Coordinator I-376, satisfactory performance as a Division/Group Supervisor.

**Course Description:** The trainee will learn responsibilities prior to and upon arrival at the incident; safety for the Air Attack Group; strategies and use of tactical aircraft; proper radio communication for the Air Operation; and basic map reading.

**Target Audience:** Air Operations personnel who will be Air Attack Supervisors.

**Coordination:** Region

**S-400 INCIDENT COMMANDER**

**Course Length:** 24 hours

**Prerequisite:** Must be qualified multi-division incident commanders. Operations Chief/Branch Director I-430, Division/Group Supervisor I-339, Strike Team Leader I-333, I-334, I-335, Situation Unit Leader I-346, Field Observer/Display Processor I-224, Basic ICS I-220.

**Course Description:** Course includes the purpose of the incident briefing and the incident briefing from (ICS 201), incident planning, incident management, responsibilities on a single and multi-agency incident, incident demobilization, and incident evaluations.

**Target Audience:** Personnel with multi-division incident command experience who will be multi-branch incident commanders.

**Coordination:** Academy

### **S-401 SAFETY OFFICER**

**Course Length:** 24 hours

**Prerequisite:** Basic ICS I-220. Trainees should be qualified Division/Group Supervisors with experience in the type of risk management they will be expected to perform.

**Course Description:** Course covers the role, authority, and responsibilities of a Safety Officer; analysis techniques; safety messages; briefings and reports; and hazard/risk prioritization.

**Target Audience:** Personnel who will be assigned to the safety function on emergency incidents.

**Coordination:** Academy

### **S-402 LIAISON OFFICER**

**Course Length:** 12 hours

**Prerequisite:** Basic ICS I-200, Division/Group Supervisor I-339, Strike Team Leader I-333, or I-334, Or I-335.

**Course Description:** Course includes the duties of the Liaison Officer and agency representative; agency authority; difference between cooperation and assistance; staffing needs; and tools and techniques used for communicating intra and inter-incident.

**Target Audience:** Students should be chief officers within the department, preferably Division Chief or higher.

**Coordination:** Academy

### **S-403 INFORMATION OFFICER**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200.

**Course Description:** The trainees will learn to formulate and release information about an incident to news media and other appropriate agencies and organizations.

**Target Audience:** Personnel who will be expected to perform as Information Officers in an Information Center.

**Coordination:** Academy

### **S-430 OPERATIONS SECTION CHIEF**

**Course Length:** 40 hours

**Prerequisite:** Basic ICS I-200, Strike Team Leader I-333, 334, or 335, Division/Group Supervisor I-339, and satisfactory performance as a Division/Group Supervisor.

**Course Description:** Course covers "all risk" command concepts, organization of the operations section, briefings, development of the operation section portion of the Incident Action Plan, briefing personnel, supervising operations on the incident, staging areas, assembling and disassembling strike teams and task forces, and demobilization.

**Target Audience:** Qualified Branch Directors who will be Operation Section Chiefs.

**Coordination:** Academy

**S-440 PLANNING SECTION CHIEF**

**Course Length:** 32 hours

**Prerequisite:** Basic ICS I-200, Strike Team Leader I-333, 334, or 335, Division/Group Supervisor I-339, Field Observer/Display Processor, I-224, Resources Unit Leader, I-348, Situation Unit Leader. I-346, satisfactory performance as a Division/Group Supervisor, Situation Unit Leader, and a Resources Unit Leader.

**Course Description:** The course is designed to thoroughly familiarize the student with the organization, responsibilities, and duties of the Planning Section Chief.

**Target Audience:** Qualified Situation and Resources Unit Leaders who demonstrate potential ability.

**Coordination:** Academy

**S-445 TRAINING SPECIALIST**

**Course Length:** 12 - 16 hours

**Prerequisite:** Basic ICS I-200.

**Course Description:** The course is designed to train personnel to perform the training specialist positions. Topic areas are initiating the incident training program, designing individual training plans and daily incident activities. The course relies heavily on the job aid J-445 for training specialists.

**Target Audience:** Qualified Training Specialists.

**Coordination:** Academy

**S-470 AIR OPERATIONS DIRECTOR**

**Course Length:** 16 hours

**Prerequisite:** Basic ICS I-220, Air Attack Supervisor I-378, Air Tanker Coordinator I-376, Helicopter Coordinator I-374, Air Support Supervisor I-375, Helibase Manager I-271, Helispot Manager I-272, Strike Team Leader I-333, 334, or 335.

**Course Description:** The trainee will learn organization of the Air Operations Branch, planning for the Air Operations Branch and implementation of that plan, communication to include radio frequency requirements and communication safety guidelines, and demobilization of the Air Operations Branch.

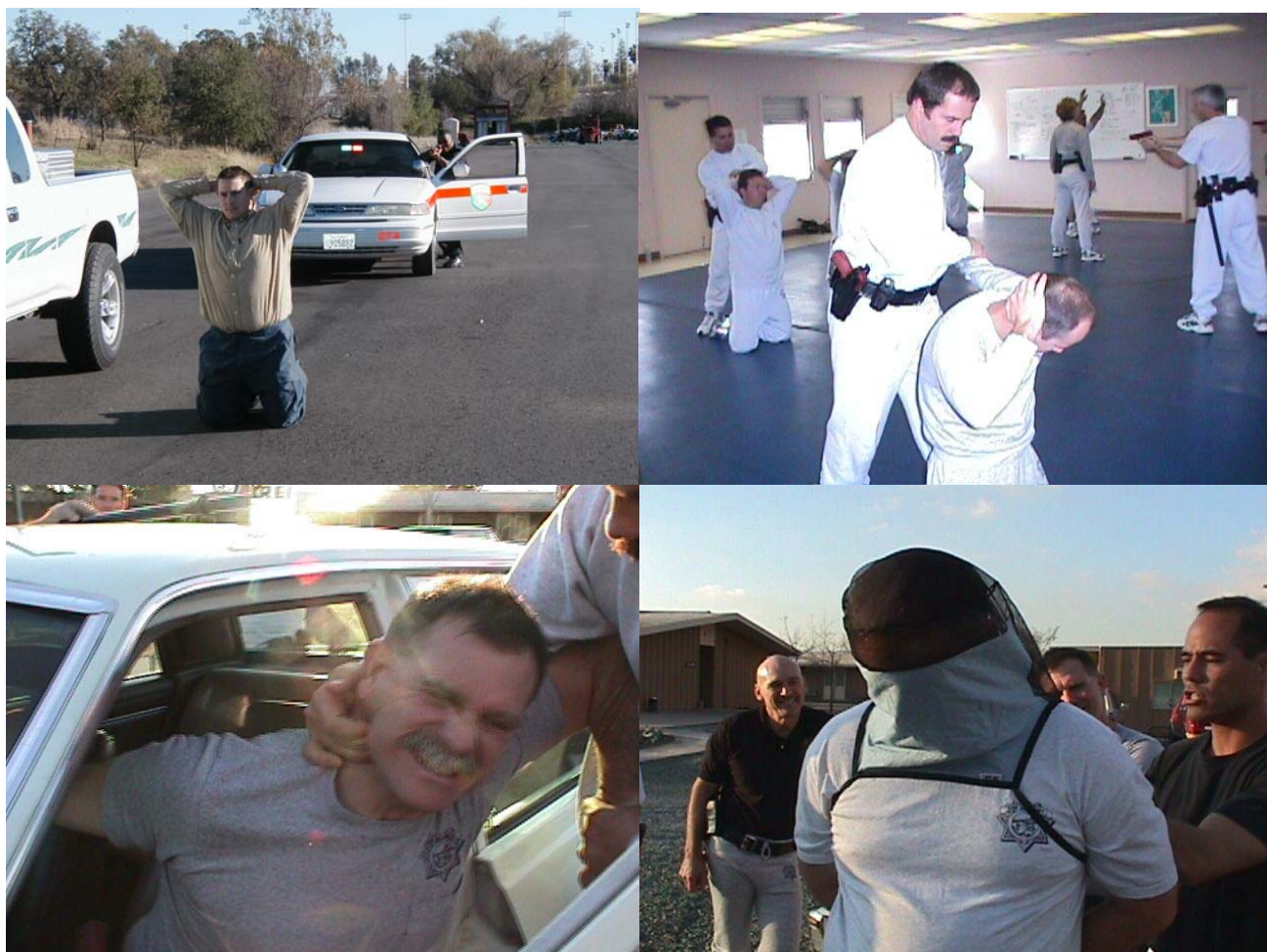
**Target Audience:** Air Operations personnel who will be Air Operations Directors.

**Coordination:** Academy



**FIRE PREVENTION/LAW ENFORCEMENT TRAINING**

The fire prevention portion of the Department's training plan consists of a series of courses covering fire prevention and law enforcement, supplemented by specialized courses designed to provide detailed training in technical fire prevention subjects.



**ADVANCED OFFICER**

(P.O.S.T. CERTIFIED)

**Course Length:** 5 days (32 hours)

**Prerequisite:** Peace officer status.

**Course Description:** Updates peace officer in a variety of law enforcement subjects, including, but not limited to, new techniques in arson detection, arrests, legislative mandates, and general law enforcement subjects.

**Target Audience:** Mandatory for peace officers who have not had an Advanced Officer, technical course or the P.O.S.T. Basic course for 2 years.

**Coordination:** Academy

**ARSON/BOMB INVESTIGATION 1A**

**Course Length:** 5 days (40 hours)

**Prerequisite:** None

**Course Description:** Prepares participant to successfully carry out the responsibility of arson detection and establish the foundation for and in-depth arson investigation. The course also serves as the initial phase of training for persons who intend further study to become fire and arson investigators.

**Target Audience:** Employees with fire investigation responsibilities.

**Coordination:** Academy

**ARSON/BOMB INVESTIGATION 1B**

(P.O.S.T. CERTIFIED)

**Course Length:** 5 days (40 hours)

**Prerequisite:** Arson Investigation I or permission of the Director of Fire Prevention/Law Enforcement Training.

**Course Description:** Prepares participant to successfully carry out the responsibility of arson detection and investigation. The scope of the course ranges from an understanding of fire behavior and determining the cause and origin of fire, to the types and uses of laboratory services available to the investigator. Includes the responsibilities of an investigator to conduct a thorough fire scene investigation.

**Target Audience:** Employees with fire investigation responsibilities.

**Coordination:** Academy

**ARSON/BOMB INVESTIGATION 2A**

(P.O.S.T. CERTIFIED)

**Course Length:** 5 days (40 hours)

**Prerequisite:** Arson Investigation I and II or permission of the Director of FP/LE Training.

**Course Description:** Prepares participant to conduct criminal investigations specializing in arson. Subjects are criminal law, laboratory services, search and seizure, and other activities aiding in criminal investigation.

**Target Audience:** Employees with extensive fire investigation responsibilities.

**Coordination:** Academy



**ARSON/BOMB INVESTIGATION 2B**  
(P.O.S.T. CERTIFIED)

**Course Length:** 5 days (40 hours)

**Prerequisite:** Arson Investigation I, II, and III or permission of the Director of FP/LE Training.

**Course Description:** The culmination of Arson Investigation courses series. Emphasizing practical investigation problems, each participant actually prepares a case report after investigating a fire. The report is reviewed by an attorney and is presented in moot court.

**Target Audience:** Employees with extensive fire investigation responsibilities.

**Coordination:** Academy

**FIREARMS INSTRUCTOR**  
(P.O.S.T. CERTIFIED)

**Course Length:** 5 days (40 hours)

**Prerequisite:** Peace officer status. Must shoot a qualifying score on modified bulls eye course of fire on first day of training in order to enter course. Must be a competent shooter.

**Course Description:** Prepares participant to manage a firearms range. Instruction includes range safety, combat shooting with handguns and shotguns, instructional techniques, and care and cleaning of weapons. This course prepares competent shooters to become instructors.

**Target Audience:** Peace officers in prevention selected to conduct the CDF qualification course and firearms training.

**Coordination:** Academy

**PEACE OFFICERS STANDARDS AND TRAINING BASIC ACADEMY**

**Course Length:** 18-weeks

**Prerequisite:**

1. Completed background check as required by the Commission on Peace Officer Standards and Training. If background check information is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement Training.
2. Currently valid first aid and C.P.R. cards must be held by student. This will be verified by the first day of class. First aid and C.P.R. training are required by P.O.S.T. and the Health and Safety Code.
3. High school graduation or equivalent.
4. Willingness to subscribe to the "Law Enforcement Code of Ethics."
5. Meet departmental medical guidelines (see Chapter 2120, Section 2111.1).
6. Successful completion of Psychological Examination administered by State Personnel Board (SPB) with "Qualified" results.

**Course Description:** Prepares participant for appointment as a peace officer. Instruction covers all areas as mandated by the Commission on Peace Officer Standards and Training (P.O.S.T.): professional orientation, police-community relations, law, laws of evidence, communications, vehicle operations, force and weaponry, patrol procedures, traffic, criminal investigation, custody, physical fitness and defensive tactics.

Successful completion of the course is required prior to any employee receiving an appointment as a peace officer within the Department.

**Target Audience:** Employees who will perform peace officer duties.

**Coordination:** Academy

### **PUBLIC OFFICER**

**Course Length:** 5 days (40 hours)

**Prerequisite:** Completion of training requirements of California Penal Code section 832.

1. Completed background check (same as required for P.O.S.T. Basic course).
2. If background check is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement training.
3. High school graduation or equivalent.
4. Willingness to subscribe to the "Law Enforcement Code of Ethics".

**Course Description:** Prepares participants to be appointed as a Public Officer under Penal Code Section 830.7(d). Instruction includes CDF law enforcement policy, law, report writing, misdemeanor citations, and small claims.

**Target Audience:** Employees who will be appointed Public Officer under authority of Penal Code 830.7(d).

**Coordination:** Academy

**RESOURCE MANAGEMENT TRAINING**

The Resource Management Training Plan consists of a series of courses designed to provide specialized training to personnel dealing with resource management issues.



**ARCHAEOLOGICAL TRAINING FOR RESOURCE PROFESSIONALS - REFRESHER**

**Course Length:** 1 day (8 hours)

**Prerequisite:** Archaeological Training For Resource Professionals (3 day course)

**Course Description:** The refresher class will be almost totally a field exercise. This course is intended as refresher training for foresters and other resource professionals who may encounter archaeological sites and resources in their daily field activities. In addition, the course satisfies the five-year continuing education requirement of the forest practice rules. Course instructors include state, consulting and research archaeologists, as well as, Registered Professional Foresters and CDF personnel. Training classes are based on responses received during open enrollment period.

**Target Audience:** CDF personnel and other professionals involved in project management who may encounter archaeological sites on which some impact is being considered.

**Coordination:** Region

**BASIC FOREST PRACTICE**

**Course Length:** 5 days (40 hours)

**Prerequisite:** None. A working knowledge of the tools of a forester is desirable (e.g. hand compass, diameter tapes, pacing) as well as vocabulary.

**Course Description:** This training is designed to provide an employee with basic knowledge and stress skills necessary to perform the duties of a Forest Practice Inspector. Provides new CDF inspectors with an orientation to CDF, discusses the California Forest Practice Program as it relates to Policy, Rules and Regulations, Timber Harvest Plans, THP Review Process, conducting THP inspections, and inspection report writing. Materials have been extracted from many publications, workshops, seminars. These materials reinforce local policies, procedures and operations. Therefore, instructors are knowledgeable in CDF policies and procedures and local application.

**Target Audience:** New CDF Forest Practice Inspectors, fire prevention, fire suppression, and resource specialist personnel involved or interested with the Forest Practice program. Employees interested in a basic working knowledge of the Forest Practice Act may find this course useful.

**Coordination:** Academy

**BEHAVE PROGRAM FOR FIRE BEHAVIOR CALCULATIONS**

**Course Length:** 2 days (16 Hours)

**Prerequisite:** Intermediate Fire Behavior S-290. A portable or laptop computer and a modest knowledge of its use.

**Course Description:** The course familiarizes the student with BEHAVE, a collection of computer programs that predict fire behavior on forest or range lands. BEHAVE is based largely on Rothermal's 1972 fire spread model and grew out of materials developed for the U.S. Forest Service's national training course for Fire Behavior Analysts. BEHAVE is the system used in "Advanced Wildland Fire Behavior Calculations" S-490. An IBM compatible portable computer with 4 megabytes available on the hard drive and a printer is required.

**Target Audience:** Persons preparing burn plans, Vegetation Management Coordinators, and those scheduled for "Advanced Wildland Fire Behavior Calculations" S-490.

**Coordination:** Region

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT)**

**Course Length:** 3 Days (16 hours)

**Prerequisite:** None

**Course Description:** Covers CEQA process overview including purpose, legislative background, key participants and general process steps, and the significance of CEQA, the County General Plan, the Subdivision Map Act and the Local Government Planning Process. Students will be able to identify situations that require CEQA environmental review and comment effectively on environmental documents.

**Target Audience:** Regional and local environmental coordinator.

**Coordination:** Academy

**FOREST GROWTH & YIELD**

**Course Length:** 5 days (40 hours)

**Prerequisite:** A working knowledge of forest mensuration. Students must be familiar with the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; have a working knowledge of the contents of a Timber Harvesting Plan; and be comfortable using computer spreadsheets.

**Course Description:** Whereas mensuration focuses on methods of estimating the static characteristics of the forest, this short course will focus on the dynamic nature of forests – growth measurement and the factors that affect growth. The emphasis in this short course is on those growth and yield issues affecting the forest practices inspector's analysis of environmental planning documents such as timber harvest plans (THPs), Non-industrial Timber Harvest Plans (NTMPs), and Sustained Yield Plans (SYPs).

The course begins with a brief introduction to site indexing. Next, the course will present the theory and methods of estimating the growth characteristics of individual trees and stands. Knowledge of standard growth will provide the student with understanding of the determinants and estimation and prediction of stand yield. Finally, the simple models used to predict stand growth and yield will be incorporated in a stand-level growth simulation model for redwood (CRYPTOS) and Sierra mixed conifer stands (CACTOS).

**Target Audience:** Foresters, Practice Inspectors and those involved with forest resource assessment.

**Coordination:** Academy

**FOREST MENSURATION FOR CDF**

**Course Length:** 5 days (40 hours) (Monday – Friday with evening review sessions)

**Prerequisite:** Students must be familiar with math and statistics concepts; the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; and must have a working knowledge of the contents of a Timber Harvesting Plan. A college level Forest mensuration course is recommended.

**Course Description:** Methods and principles of measurement of trees and stands. Emphasis is placed on sampling and inventory techniques, use of volume tables, and statistical measures. The course is intended to review the use of forest tools and forest measurement techniques for the purpose of quantifying forest resources; provide the resource manager with statistical background necessary to describe the forest, recommend prescriptions for treatment and determine the effectiveness of such treatment; provide field exercises as well as theory lectures to introduce the student to mensuration jargon, terminology and concepts, and to provide the opportunity to communicate those skills.

**Target Audience:** The primary target audience is Forest Practice Inspectors; ideal for anybody involved with forest resource assessment.

**Coordination:** Academy



**FOREST PRACTICE ENFORCEMENT**

**Course Length:** 5 days (32 hours)

**Prerequisite:** None. Three years as a Forest Practice Inspector and training as a public officer or peace officer recommended.

**Course Description:** This course is designed as a continuing education tool to keep Forest Practice Inspectors current. Subjects include writing of Forest Practice Violations, inspection reports, notices of intent, the injunctive process, and archaeological considerations. A field exercise is included.

**Target Audience:** CDF Forest Practice Inspectors with three years experience as an inspector.

**Coordination:** Academy

**Rx-300 PRESCRIBED FIRE INCIDENT COMMANDER**

**Course Length:** 5 days (40 hours)

**Prerequisite:** S-390 Introduction to Wildland Fire Behavior Calculations or S-490 Advanced Wildland Fire Behavior Calculations.

**Course Description:** A "how-to" course designed to train Incident Commanders in safely and economically implementing and managing a prescribed burn project in accordance with an approved prescribed burn plan.

**Target Audience:** Incident Commanders on prescribed burns, usually field Battalion Chiefs, and Vegetation Management Coordinators.

**Coordination:** Region

**Rx-450 SMOKE MANAGEMENT TECHNIQUES**

**Course Length:** 5 days (40 hours)

**Prerequisite:** S-390 Introduction to Wildland Fire Behavior Calculations.

**Course Description:** A "how-to" course designed to train Incident Commanders and Fire Prescription Planners in smoke management techniques. Curriculum includes description of the smoke problem, smoke management influences and techniques, implementation and benefits of smoke management programs.

**Target Audience:** Fire managers, prescribed fire planners, and fire Incident Commanders.

**Coordination:** Region

**S-390 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS**

**Course Length:** 5 days (40 hours)

**Prerequisite:** Intermediate Wildland Fire Behavior S-290 or an agency equivalent course.

**Course Description:** S-390 is the third in a five course series developing wildland fire behavior prediction skills and knowledge. The course prepares students to predict fire behavior using nomograms and also includes an introduction to a fire behavior processor (BEHAVE).

**Target Audience:** Individuals who will perform as multi-resource supervisors on wildland fire incidents.

**Fire Marshal Equivalency:**

**Coordination:** Region

**S-490 ADVANCED WILDLAND FIRE BEHAVIOR CALCULATIONS**

**Course Length:** 5 days (40 hours)

**Prerequisite:** Intermediate Fire Behavior (S-290), Introduction to Wildland Fire Behavior Calculations (S-390) and BEHAVE program training; must have achieved an 80% score or higher on the closed book pre-test.

**Course Description:** Participants will determine appropriate fire model inputs, make calculations and use calculated outputs to estimate fire growth and interpretations of fire behavior. Course will use the BEHAVE computer program on laptops they bring from their unit.

**Target Audience:** Fire managers, prescribed fire planners, and fire Incident Commanders.

**Coordination:** Region

**SILVICULTURE FOR CDF FOREST PRACTICE**

**Course Length:** 10 days (2 Field Sessions)

**Prerequisite:** College level forest silviculture is recommended.

**Course Description:** This course is a "hands-on" field oriented course on CDF useful silviculture. Student will evaluate prescriptions in stands and present their findings to the instructors. Topics include: silvicultural systems, regeneration methods, intermediate treatments, the connection between ecology, ecosystem management and silviculture; identifying and ranking silvical characteristics for California tree species; stand composition and structure; site index/site class field exercise; and the connection between tree physiology and operation environment.

**Target Audience:** The primary target audience is Forest Practice Inspectors; ideal for anybody involved with forest resource assessment.

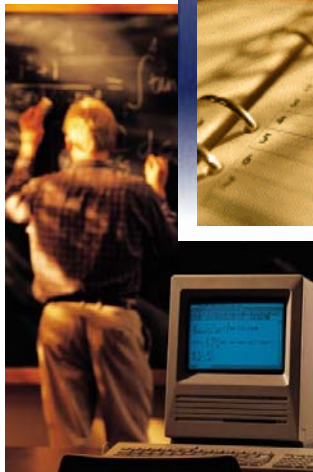
**Coordination:** Academy



# ACADEMY COURSE CATALOG

## ADMINISTRATIVE AND LEADERSHIP TRAINING

Administrative and Leadership Training includes courses in leadership fundamentals and development, computers, accounting, finance, EEO, discrimination and sexual harassment prevention, personnel services, materials management, supervision and management including a CDF Chief Officer College.



# ACADEMY COURSE CATALOG

## AFAS-ACCOUNTING SYSTEMS

**Course Length:** 5 days

**Prerequisite:** None

**Course Description:** The first day of class is an overview of CALSTARS reports used for AFAS balancing and reconciliation. The next three days cover AFAS and will be in the computer lab with hands-on training.

The course covers the following for CALSTARS: The coding system, time frames, inputs and reports/outputs (types, use of, reconciliation's, inquiries, and corrections). This course covers the following for AFAS: system capabilities, reports (types, use of), data entry and system maintenance.

**Target Audience:** For CALSTARS/AFAS users with little or no background who perform reconciling, balancing and creating ad hoc reports (finance technicians, for example).

**Coordination:** Academy or Region

## CALSTARS

**Course Length:** 1 day

**Prerequisite:** None

**Course Description:** This class is for staff wanting an expanded version of the CALSTARS information given in the AFAS Accounting Systems class for operating expenses. This class also covers labor distribution reports. Included are the coding system, time frames, inputs, and reports/outputs (types, use of, reconciliation, inquiries, and corrections), and year-end instructions.

**Target Audience:** CALSTARS is a separate one day class for those **NOT** attending the Accounting Systems class. This class is for staff wanting an in-depth review of CALSTARS operating expense reports and year end instructions. The CALSTARS class is most appropriate for administrative officers, staff services analysts, and finance technicians who do not need AFAS training. **This does not replace the AFAS Accounting Systems class.**

**Coordination:** Academy or Region

## CAREER DEVELOPMENT

**Course Length:** 3 days (40 hours)

**Prerequisite:** None

**Course Description:** This course covers career planning, including assessing skills, setting goals and priorities, steps to success, interviewing, and resumes.

**Target Audience:** Employees in clerical, semi-skilled, crafts and trades, custodial and laborer classifications, and others who need information regarding career planning.

**Coordination:** Academy or Unit

# ACADEMY COURSE CATALOG

## CDF UNIVERSITY TO PILOT e-LEARNING COURSES

**Course Length:** Varies

**Prerequisite:** To be determined.

**Course Descriptions:** Courses are accessed through the CDF University website on the internal CDF intranet. Courses are offered through several methods including 1) "CDF Live!" instructor led eCourses with two-way interaction 2) self study on-line eCourse tutorials 3) downloadable pre-recorded eCourses, and 4) approved vendor on-line courses.

Topics will be offered through each of the Schools of Learning for Fire Protection, Resource Management and Management Services. Courses will be developed on an ongoing basis to meet our workforce needs.

**Fire Protection eCourse** possible candidates would be:

ICS-200 level classes, FF Training (4300 Handbook subjects), Ground and Air Attack safety updates, new equipment seminars, CSFM Classes, LE refreshers, ECC training or refreshers, Mobile Equipment updates, Planning and Protection seminars, Fire Captain B classes, Defensive Driving and/or Communicable Disease refresher, etc.

**Resource Management eCourse** possible candidates would be:

"Ologist"-type subject updates or refreshers, new equipment or process introductions, Wildland FF Survival, Rehab or Damage Assessment Specialist classes, etc.

**Administrative and Leadership eCourse** possible candidates would be:

New Employee Orientation; e-Pay; Project Management; Issue Paper to BCP; Customer Service; Interviewing for Success; Successful Telephone Skills; Mastering the Mechanics of English; Using the online Travel Expense Claim; Workplace Violence Prevention; Handling Information Overload and Managing Communications; Public Records Retention; Coaching; Bringing out the Best in Others; Managing your Priorities; Critical Thinking Skills for Problem Solving; Cal-Card; PowerPoint; Microsoft Outlook; Using the Internet as a Research Tool; Supervising a Diverse Workforce; American Disabilities Act; and Giving Recognition among others.

**Coordination:** Academy and Region

## CDF NET WIDE AREA NETWORK AND NETWORK ADMINISTRATION

**Course Length:** 5 days

**Prerequisite:** Familiarity with microcomputers and network concepts. **Course Description:** This course is designed to teach skills associated with the administration of CDF wide area network, work stations, electronic mail and the Intranet. Hands-on lab experience will be provided.

**Target Audience:** The primary focus of the course is Windows NT server administration with sections devoted to Outlook and Exchange mail, TCP/IP (Internet protocol) Wide Area Network and CDF's implementation of Microsoft technologies.

**Coordination:** Academy

# ACADEMY COURSE CATALOG

## **EEO FOR SUPERVISOR/MANAGER/COUNSELOR**

**Course Length:** 4 - 8 hours

**Prerequisite:** None

**Course Description:** This course is designed for the new supervisor and those who have not received training in this subject during the preceding two years. It briefly recaps the theories of equal employment opportunity and affirmative action as a building block for discussions about the supervisor's role in creating a work place free of harassment or discrimination. It will also contain an introduction to supervising a multi-cultural work force, the discrimination complaint process as it relates to supervisors, recruitment and retention techniques, and resources. It will cover the supervisor's responsibility as part of the hiring process.

**Target Audience:** Eight hours is mandatory for all new supervisors within one year of promotion to the Fire Captain level or equivalent (exception: Leadership Fundamentals and Leadership Development will meet this requirement).

Four hours is mandatory every two years thereafter and annual updates from Legal Counsel thereafter.

**Coordination:** Academy and Region

## **EEO/CREATING A WORKPLACE FREE OF DISCRIMINATION/SEXUAL HARASSMENT**

**Course Length:** 2 - 8 hours

**Prerequisite:** None

**Course Description:** This course is designed to reinforce the introductory concepts delivered to new employees and function as a first time exposure for employees who have not yet been trained. It will emphasize the student's role in a multi-cultural work force; nondiscrimination; and creating a sexual harassment free work environment. It will also train students about the availability and role of the EEO counselor; the discrimination and subject of the complaint. This course also covers sexual orientation, emotions, AA goals, laws, definitions, gender discrimination, reasonable accommodation, basis of discrimination and history.

**Target Audience:** Mandatory for all new permanent employees during their first year of employment. For apprentices, it is incorporated into the first year of related and supplemental training.

Supervisors and managers who take this course will find it useful as: 1) a foundation if they have not been formally trained in this subject; 2) a refresher course if it has been some time since their initial training; and 3) as a means of staying current with subject matter being delivered to and relied upon by their staff.

**Coordination:** Academy, Region and Unit

## **EEO/DISCRIMINATION AND SEXUAL HARASSMENT PREVENTION**

**Course Length:** 2 hour minimum

**Prerequisite:** None

**Course Description:** This course is an orientation designed to acquaint the employee with departmental policies in terms of forms of behavior that will not be tolerated (i.e., that which is discriminatory with respect to sexual orientation or gender, or constitutes sexual harassment), work force diversity and the discrimination complaint process.

**Target Audience:** Mandatory upon appointment, for all new seasonal, limited term (LT) Fire Apparatus Engineers, volunteers and paid call firefighters.

**Coordination:** Unit

# ACADEMY COURSE CATALOG

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELOR TRAINING

**Course Length:** 3 days

**Prerequisite:** None

**Course Description:** Introduces the new counselor to the basic skills necessary to perform EEO counseling duties. It is designed to give the new counselor a structured approach to performing his or her many new duties and to refresh the veteran counselor to the changes that have recently occurred in the field of EEO. Objectives are to prepare the participant to: (1) conduct effective, thorough counseling interviews, (2) gather information relevant to the allegation of discrimination, (3) attempt to resolve the complaint to the satisfaction of the concerned parties, (4) report in writing the course and results of his/her counseling efforts.

**Target Audience:** Persons assigned, on a part-time or full-time basis, as Departmental EEO counselors. Other persons with EEO responsibilities will be accepted.

**Coordination:** Academy or Region

## EXCEPTIONAL LEADERSHIP

(CDF Chief Officer College)

**Course Length:** 5 days (2 days of field trips)

**Prerequisite:** Leadership Development and Management Development or two year experience at Assistant Chief level or beyond.

**Course Description:** Students will learn three core leadership tasks to develop others, chart a clear course, and review personal resources. You will learn how to apply the nine behaviors of exceptional leadership to chart a clean vision, multiple option thinking, intellectual risks, prepare people for change, encourage teamwork, empower and motivate others, develop a passion for work and stretch personal creativity. Participants will tour key areas of the department.

**Target Audience:** This course is designed for Battalion Chiefs and managers. It is part of the second year CDF Chief Officer College. Assistant Chiefs and above would also benefit.

**Coordination:** Academy

## FEDERAL EXCESS PERSONAL PROPERTY (FEPP) TRAINING

**Course Length:** 2 days (3 sections of varying length totaling 2 days)

**Prerequisite:** None

**Course Description:** FEPP training focuses on reducing your fire budget by acquiring FEPP. You will learn money saving techniques that are working for other FEPP users. The course has been divided into 3 sections:

Introduction to FEPP (for coordinators, chiefs, managers - 1/2 day) covers: roles and responsibilities, acquisition limits, accountability and Rural Community Fire Protection (RCFP's).

Screening Property (for coordinators, screeners - 1/2 day) covers: acquisition plan, how and where to screen, completing transfer orders, excess personal property, and completing receiving copies.

Managing FEPP (for coordinators - 1 day) covers: usage, Property Management Information System (PMIS), disposal, RCFP's and aircraft.

**Target Audience:** Audience depends on what section of the course the employee takes. Introduction to FEPP is for coordinators, chiefs, managers. Screening property is for coordinators, screeners. Managing FEPP is for coordinators.

**Coordination:** Academy with Business Services

# ACADEMY COURSE CATALOG

## INVENTORY MANAGEMENT

**Course Length:** 2 days

**Prerequisite:** None

**Course Description:** This course covers managing a service center including: policy, security, inventory management procedures, service center layout, shipping and receiving, conducting an inventory, disposal of surplus property, and Automated Property Inventory System (APIS).

The course is divided into modules to meet the needs of various levels of employees. Module I, for example, could be taught as part of another meeting or workshop.

Module I            - Policy & Security (M511)  
Module II           - Inventory Management Procedures (M512)  
Module III          - Automated Property Inventory System (APIS) (M513)

**Target Audience:** Entire course is appropriate for employees working in the material management function. Module I is appropriate for supervisors of employees working in the material function. Module II is appropriate for anyone who has responsibility for carrying inventory, stock or supplies, for example, Heavy Equipment Mechanic, Heavy Fire Equipment Operator.

**Coordination:** Academy with Business Services

## ISSUE PAPER TO BCP

(CDF Chief Officer College)

**Course Length:** 5 days and follow up project. (Part of the class is through Distance Learning)

**Prerequisite:** Leadership Development and Management Development.

**Course Description:** Students will develop concept and issue papers. Identify components and purposes (emergency plan development, technical report writing, writing skills, budget preparation, master plan development, writing standard operation procedures, grant and policy writing, contracts). Work on realistic issues and apply solutions. Identify how the issues fit into the departments strategic plan and within the Budget Change Proposal process. Present results to management.

**Target Audience:** Battalion Chiefs and managers. This course is part of the second year program for the CDF Chief Officer College.

**Coordination:** Academy

## LEADERSHIP DEVELOPMENT

**Course Length:** 5 days (40 hours)

**Prerequisite:** None

**Course Description:** This course covers progressive discipline, substance abuse, written communications, budget policy, duty statements, job specifications, performance standards, performance appraisals, counseling, EEO (4 hours minimum), stress management, conflict resolution, interpersonal skills, group dynamics, power, drug testing, employee services, workplace violence prevention, hiring interviews, and listening skills.

This course is a prerequisite to Management Development and replaced Supervision 3.

**Target Audience:** Mandatory for newly appointed designated supervisors; recommended for all fire protection, resource management, administrative, and support staff.

**Coordination:** Academy

# ACADEMY COURSE CATALOG

## LEADERSHIP FUNDAMENTALS

**Course Length:** 5 days

**Prerequisite:** None

**Course Description:** This course covers problem analysis; communications - non-verbal, oral, listening, written; EEO/Sexual Harassment prevention (4 hours minimum); leadership development, motivation, goal setting; performance management, EAP, discipline, performance appraisal, personal effectiveness, teamwork - conflict resolution, influencing the organization, and workplace violence prevention.

**Target Audience:** Mandatory for FAE apprentices; recommended for people who lead others.

Note: Replaced Supervision 2.

**Fire Marshal Equivalency:** Fire Management I

**Coordination:** Region

## MANAGEMENT DEVELOPMENT

(CDF Chief Officer College)

**Course Length:** 5 days (40 hours)

**Prerequisite:** Leadership Development

**Course Description:** This course covers situational leadership, power, coaching, creative problem solving, management style, labor relations, conflict management, adjusting to changing situations, organizational culture, ethics, meetings, listening skills, innovation, transition management, communication, coaching, and world class management techniques.

This course is part of the CDF Chief Officer College first year program and replaced Supervision 4.

**Target Audience:** Mandatory for Battalion Chiefs and newly designated supervisors.

**Coordination:** Academy

## PROCESSING FINANCIAL DOCUMENTS

**Course Length:** 4 days

**Prerequisite:** None

**Course Description:** This course covers the processing of financial documents such as Sub-purchase Orders, non-liquidating numbered documents, revolving fund documents, Travel Expense Claims, petty cash documents, Collections and Deposits, and Emergency Time Reports. This course does not include the principles of purchasing. (For this information, please take the Purchasing Payment Certification class).

**Target Audience:** Persons processing financial documents in regions, units, camps, and at incidents.

**Coordination:** Academy



# ACADEMY COURSE CATALOG

## PROGRESSIVE DISCIPLINE

**Course Length:** 1 day

**Prerequisite:** None

**Course Description:** This course is designed to provide supervisors and individuals working in a lead capacity information on the progressive discipline process. Students will learn how to identify, prevent and correct disciplinary problems. This class is the same one contained within Leadership Development.

Sacramento Headquarters staff is available to conduct this course on request.

**Target Audience:** Supervisors or individuals functioning in a lead capacity.

**Coordination:** Academy and Region

## PURCHASING PAYMENT CERTIFICATION

**Course Length:** 1- 2 days (determined by Sacramento Headquarters and the Regions)

**Prerequisite:** None

**Course Description:** This course covers procedures to buy large accountable equipment items, how to use the special delegated purchasing authority, guidelines for purchasing from other State agencies such as Prison Industries Authority and General Services, etc., and how to properly use the Sub Purchase Order (SPO).

**Target Audience:** This course is required for all persons prior to purchasing, such as Service Center employees, Fire Crew/ Administrative Officers, supply or procurement unit leaders, procurement specialists, and others who procure tangible commodities; i.e., fire hose, subsistence, truck tires, etc.

**Coordination:** Academy with Business Services

## TIME REPORTING

**Course Length:** 4 days

**Prerequisite:** None

**Course Description:** This course covers the proper completion of time reporting documents for all CDF work week groups. It covers WTR, Pacmans and E-Pay.

**Target Audience:** Personnel staff or those who are interested in processing time reporting documents.

**Coordination:** Academy